



TRACT SUBMITTAL REQUIREMENTS

NOTE: All submittals & model issuances are required to obtain an appointment for processing. Subsequent phases do not require appointments for issuances.

A) Initial Submittal for Models/Master Plan:

1. Three (3) complete sets of architectural drawing with plot plans.
2. Two (2) sets structural, energy & truss (if applicable) calculations.
3. One (1) Building Permit Application with left side filled out.
4. One (1) "Tract Home Work Sheet" with the following information provided:
 - a) Final recorded map number & project lot numbers.*
 - b) L-Grading permit number from Dept. of Public Works.
 - c) Identify the models & square footage of residence & garage.
 - d) Clearly identify any options (if applicable).
 - e) Provide "Reverse" plan whenever applicable.
 - f) Provide background information related to methane concerns.

* Models may be issued if applicant enters into a "Model Home" agreement with DPLU.

B) Submittal of Subsequent Phases (Production Units):

1. Three (3) plot (site) plans showing dimensions, north arrow & to scale for lots in question. (see form #90 for Plot Plan instructions)
2. One (1) Building Permit Application with left side filled out.
3. One (1) "Tract Home Work Sheet" with the following information provided:
 - a) Final recorded map number & project lot numbers.
 - b) L-Grading permit number from Dept. of Public Works.
 - c) Identify the models & square footage of residence & garage.
 - d) Identify any options (if applicable).
 - e) Please identify original 1012 & 1013 numbers from model submittal.
 - f) Please bring master plan at phase submittal.

NOTE: Subsequent Phases are submitted for cursory review only.

C) Issuance Process for Tract Homes Projects (Models & Subsequent Phases):

1. All three (3) set of plans shall be stamped with all County required stamps including "Fire" stamps.
2. All "Agency" letters will be collected & verified for wet signatures.
3. Rough grading approval & two (2) copies of the compaction report will be required for structural sign off.
4. Methane Mitigation Information (report or findings and letter)
5. All items on the "Conditions of Approval" list are required to be sign off prior to issuance of any building permit.
6. Issue building permits & collect permit fees.